TASKER SKILLS

INDOCTRINATION FOR AO's

CDR Dave Sliwinski, EDMO

(703) 692-7673

Objectives

- The Front Office process (EDMO)
  - What we do
- How taskers originate
- How to prepare a tasking package
  - OPNAV Writing Guide
- How to move your tasking package
  - Discuss tactics and impediments

The DNS Organization

Secretariat: Rm: 4E623
YNCM Towner #614-0040

EDMO: Rm: 4E615
CAPT Stencil
CDR Deb Loftus #692-7674
CDR Bob Deprizio #692-7673
CDR Doug Yeo #692-7672
CDR Rich Lindsay #692-7671

The Origination

How it gets to the A.O.

External: Organizations outside OPNAV, i.e. DoD (snowflakes), Joint Chiefs of Staff, Service Chiefs, conferences, meetings, conversations, etc.

Internal: OPNAV, CNO, other N Codes, conferences, meetings, conversations, etc

Preparation - Tactics

- Timing (dual routing)
- Using “Copy provided” in chop
- Using “H/S” in chop
- Know who originated the tasker
- Call and make contact with EDMO

Impediments to success

- Not answering the question
  - Who originated your tasker?
- Unorganized (left/right) attachments
  - OPNAV writing guide
- Not in TV3 - Secretariat
- Not the right coordination chops
- Too much information provided
- No alternative choices (action memo’s)

Impediments to success

- Approval levels not correct
- Program history is wrong
- Who needs to chop/coordinated?
- Saying “NO” to easily
  - Provide alternatives
- Out of sight, out of mind
  - Follow through to the end
- Information or Action (Decision) Memo
- How long is a 1pg ESM?

Impediments to success

- Instructions/BIG Documents
  - Provide summary of changes
  - Provide chop/coordination comments

Remember . . .

It’s your package to the end

-Follow through and track
-Call EDMO when in doubt
(hand out)